



Municipal Court Judge Request for Proposal

September 26, 2016

The City of Monroe is seeking an individual Attorney to provide services as a Municipal Court Judge through this Request for Proposal (RFP). All Judges and Attorneys are invited to submit qualifications and proposals for the provision of these services. The City of Monroe is located between Atlanta and Athens metro areas with a diverse population of about 13,234 per the 2010 census. The City of Monroe serves as the county-seat Walton County. Monroe has a Council/Administrator form of government with a Mayor elected at large and eight (8) Council members, who are elected by district or super-district. The mayor and members of the Council serve four-year terms, which are staggered by election.

The Municipal Court Judge shall perform all of the duties required of a Municipal Court Judge in the State of Georgia and the Rules of Court, to include presiding at all Municipal Court sessions. Currently, the Municipal Court has the following monthly: two (2) morning arraignments, plus one (1) trial calendar, as well as jail first appearances (amount of jail first appearances vary).

The Municipal Court Judge is appointed by, and serves at the pleasure of the City Council. The person selected must take an oath of office, be bondable and must be willing to be contacted nights and weekends. The Presiding Judge must comply with the Code of Judicial Conduct and be subject to ethics laws applicable to this office.

The Municipal Court Judge is the Presiding Judge of the City of Monroe Municipal Court, presides over and adjudicates a variety of hearings and trials related to violations of City codes as well as certain State laws in accordance with established legal procedures as prescribed in Georgia State law and City of Monroe Ordinances. The Municipal Court Judge imposes appropriate sentences and penalties as prescribed by law and communicates with other city, county, and state criminal justice agencies.

No assignment or transfer of the Contract or of any interest in the Contract shall be made by the Municipal Court Judge without the prior written consent of the City of Monroe.

QUALIFICATIONS

1. Must be a resident of the State of Georgia and an Attorney-At-Law admitted to practice within the State and in good-standing with the State bar of Georgia;
2. Be at least twenty-one (21) years of age;
3. Have had at least five (5) years' experience as a practicing Attorney in the State of Georgia;
4. Must be bondable.
5. Attorneys with prior experience serving as a part-time criminal court judge or solicitor or attorney with significant experience in criminal defense preferred.

REQUESTED INFORMATION

1. Professional Resume;
2. Summary of qualifications, legal services you have provided and the length of time the services have been provided, specializations, experience (including municipal), special training, Georgia Bar license number;
3. A minimum of three (3) professional references, with addresses and phone numbers;
4. List and describe any litigation, arbitration, claims or Bar complaints filed against you within the last five (5) years;
5. List and describe if you have filed any litigation in the past five (5) years in which the City or one of its employees was named as a party, please describe the case(s);
6. Other factors or special considerations you feel would influence the selection;
7. Monthly fee schedule.

SUBMITTAL

Provide three (3) copies of the Proposal, including one original. Proposals may be submitted in person to the City Administrator's Office or by mail, but must be received in the City Administrator's office by 2:00 p.m. on October 21, 2016. Proposals shall be submitted in a sealed envelope, and addressed to:

City of Monroe
'MUNICIPAL COURT JUDGE'
Attn: City Administrator
215 North Broad Street
Monroe, GA 30655

The City of Monroe reserves the right to withdraw this RFP, reject any or all responses and to waive any irregularity, variance or informality whether technical or substantial in nature, in keeping with the best interests of the City of Monroe. This RFP plus the resulting agreement, shall be consistent with all terms and conditions associated with contracts entered into by the City of Monroe. The City of Monroe is not liable or responsible for any cost(s) incurred during the preparation, presentation or submission as a response to this RFP.

Any unauthorized contact regarding the proposal with staff or elected officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of Monroe.

The City of Monroe will select the proposal that, in its sole discretion, is the most responsive and responsible proposal to the City of Monroe. The City of Monroe reserves the right to shortlist, interview and negotiate with those submitting proposals. We thank you in advance for your bid submission and welcome any questions you may have during the process.

Chris Bailey
Purchasing Agent
City of Monroe
P.O. Box 1249
Monroe, GA 30655
(770) 266-5406